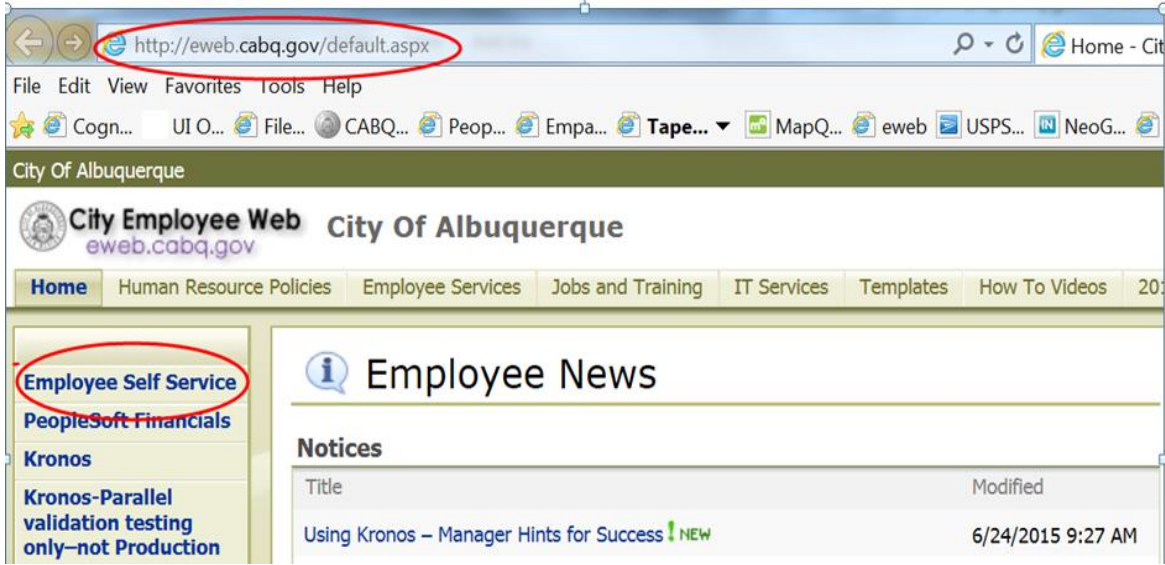
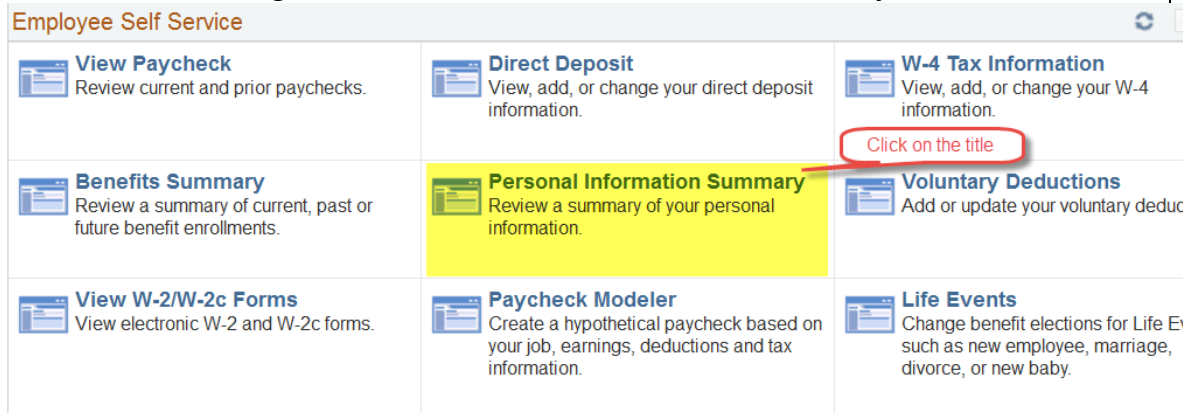




Name Change Request

This is a job aide to help you navigate through PeopleSoft, the City's Human Resources, Benefits and Payroll system, to request changing your name due to marriage, divorce or other legal reason. Please read this instruction carefully to ensure your request is submitted through Employee Self Service (ESS.)

Please pay attention to the important instructions on each screen throughout the process.

Step	Action
1.	<p>Open an Internet session from any browser. In the address line type employee.cabq.gov. You can also get there by going to the City's Employee website at eweb.cabq.gov. Once there, you can click on the Employee Self Service link in the top left corner. This will take you to the login screen for PeopleSoft.</p> 
2.	<p>When the login page appears, sign into PeopleSoft by entering your User ID and Password. Your User ID is a six character value Exxxxx (the x's being the last five numbers in your Employee ID.) If you don't know your password, or if you have entered the wrong three times and get locked out, then call the helpdesk at 768-2930 to have your password reset.</p>
3.	<p>Click on the Sign In button.</p>
4.	<p>On the ESS Home Page, click on the Personal Information Summary link:</p> 
5.	<p>After you click on the Personal Information Summary link, click on the first option to</p>

	Change Name
6.	Then click on the Edit Name button.
7.	Enter your name as it appears on your Social Security Card
8.	Click OK then Submit
9.	To upload a copy of your Social Security Card go to Main Menu>Benefits>Review Employee Benefits>Document Upload.
10.	Click on the Add a New Value tab.
11.	Click on the magnifying glass to the right of the Life Event Type field.
12.	Select the event that most closely goes with the event associated with your name change. Then click Add
13.	
14.	Click Add Attachment
15.	This takes you to the Document Definition – New Attachment page.
16.	Enter a subject according to the instructions on the page then click Add Attachment .
17.	Browse to find and select your document then click Upload
18.	When the description of your document shows after Attachment then click Save
19.	A message will pop up that tells you that your document must be approved before you can start the enrollment process. This does not apply to your request.
20.	Click OK
21.	An email will be sent to the Insurance and Benefits Office that you have requested to change your name. Your requested change will be compared to the copy of your Social Security Card you uploaded to ensure they match.
22.	You are ready to Sign out (top right section of the page.)

Congratulations! You're done!

NOTE: If you need technical assistance call 768-2930.
If you have questions about benefit options call 768-3758.